



APPLICATION FOR DESIGN REVIEW FOR A SIGN

APPLICANT INFORMATION

Name _____

Telephone _____

Mailing Address _____

Fax _____

E-mail _____

PROPERTY OWNER INFORMATION *(if different)*

Name _____

Telephone _____

Mailing Address _____

Fax _____

E-mail _____

PROJECT INFORMATION

Site Address _____

Zoning _____

Cross Street(s) _____

Size of Proposed Sign _____

Total Size, All Existing and Proposed Signs _____

Materials to be used _____

SIGN TYPE(S) *(check all that apply)*

☐ Wall

☐ Portable

☐ Temporary

☐ Off Premises

☐ Freestanding

☐ Projecting

☐ Way Finding

☐ Individual Letter

☐ Monument

☐ Internally Illuminated (in C1 and RC zones only)

Do existing signs on the property conform to City regulations? (circle one)

YES

NO

CHECKLIST

Provide 1) a completed application; 2) a site plan showing property boundaries and building location(s), each sign location (including proposed and existing signs); and 3) a drawing of each proposed sign showing dimensions, colors, artwork, and copy text. Drawings must be to scale and on standard-sized sheets no larger than 11" x 17". The following information must be shown on the drawings and also described here.

Sign Face Area _____

Sign Height _____

Sign Material _____

Sign Colors:

Text _____

Background _____

Frame _____

Existing building colors _____

Type of illumination _____

APPLICANT SIGNATURE _____

DATE _____

OWNER SIGNATURE _____

DATE _____

Office Use Only

Received by _____
Date _____

Project No. _____



APPLICATION FOR DESIGN REVIEW FOR A SIGN: INSTRUCTIONS

Do You Need Design Review for Your Sign? Design review is required for all signs except as defined in section 12-14-9 of the City Code (see <http://www.longbeachwa.gov/html/code.html>).

Preparing Your Application.

- Review chapter 14 (Signs) of title 12 (Zoning) of the Long Beach City Code regarding signs. Pay special attention to the sign matrix in section 12-14-5, which identifies the type and amount of signage you are allowed, and to the sign height table that shows how high your sign may be.
- A complete application will include the required City of Long Beach application form and drawings. The application should be filled out as completely and accurately as possible. If an item is not applicable, mark "n/a" on the form. ***An incomplete submittal may delay consideration of your application.***
- Drawings must include at a minimum:
 - 1) a site plan showing property boundaries and building location(s), each sign location (including proposed and existing signs); and
 - 2) a drawing of each proposed sign showing dimensions, colors, artwork, and copy text. Drawings must be to scale and on standard-sized sheets no larger than 11" x 17".
- Signatures of both the applicant and all property owners are required. If the applicant and owner are the same person, write "same" in one of the spaces.

Deliver applications to: City of Long Beach, 115 Bolstad West
Or mail to: P.O. Box 310, Long Beach, WA, 98631

*Copies of the City's Zoning ordinance may be reviewed at City Hall,
115 Bolstad West, or on the City's web site, www.longbeachwa.gov.*

Paper copies may also be purchased at City Hall.

How is Your Application Processed? This is a "no fee" process. Design review for a sign is accomplished by the Director of Community Development. No public meeting is required, and applications may be submitted at any time. First, staff will determine if the application is complete. When the application is determined to be complete, the Director will evaluate whether the proposed design meets all City requirements. The time for review of your application will depend on workload, but generally speaking these reviews occur within two weeks of a determination the application is complete.

Appeals. All decisions are provided to the applicant in writing. The decision may be appealed within fourteen (14) calendar days of the date of final decision pursuant to title 11 (Unified Building Regulations), section 11-2C-14 (Appeals). Decisions made by the Planning Director regarding signs may be appealed to the City Council. Decisions made by the Council may be appealed to the Pacific County Superior Court.

If you have questions about this application or the review process, or if you need assistance, contact the Community Development Department at (360)642-4421 or at planner@longbeachwa.gov.